



## Online Services for Educators

### *Quick tips for applicants* **Check Your Status/Change your Personal profile**

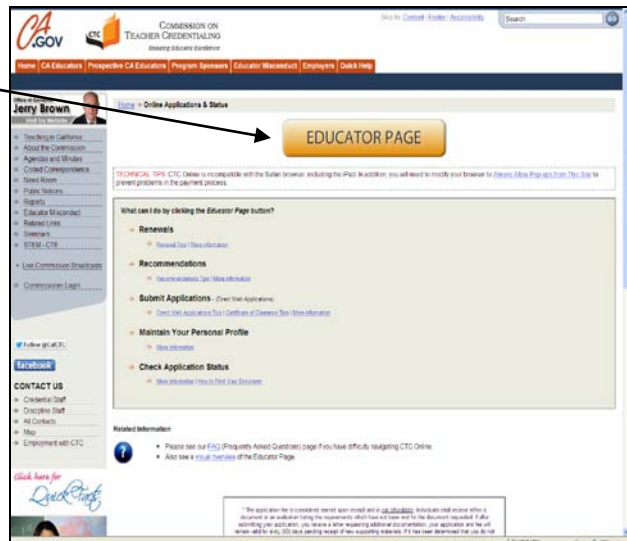
*Accessing your personal Educator Page allows you to check the status of any pending applications as well as edit your personal profile, and make name, address, or email address changes as needed.*

**Important:** You must change your web browser properties to accept all pop-ups from our website to make any changes to your personal profile.

- a. Click the **Online Services for Educators** navigation button on the Commission's Home Page



- b. Select the button for the **Educator Page** to access your personal profile.



- c. You may receive a Security Warning. If so, follow the instructions to add our website to your list of Trusted Sites.



- d. Enter your Social Security Number and Date of Birth and then click OK.

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You are about to enter a secure area of this web site. Please enter your Social Security Number (SSN) and Date of Birth (DOB).

\* = Required Field

Social Security Number (#####) \*:

Date of Birth (MM/DD/YYYY) \*:

OK

**Personal Information**

Type or print all information requested on this application form. Use your full legal name and be sure to list all former names, including your maiden name. Be sure to notify us in writing or by email of an address change and include your full name and social security number (SSN) so that we can quickly locate your file.

You are required to provide a SSN or federal tax identification number on your application pursuant to 42 U.S.C. § 666 and California Family Code § 17520. If not furnished, your application may be denied, delayed, or returned for completion.

The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used.

Your name, former names, SSN, date of birth, address, email address, and telephone numbers are used to provide proper identification and to contact you. Other information is used to determine your eligibility.

The information is necessary for the Commission to perform its duty under Education Code Sections 44200-44439, which authorizes this work. If not furnished, your application may be denied, delayed, or returned for completion.

- e. Verify the information on your personal profile page. Click the "Edit" button to add or change any information as needed. A profile created by the recommending agency may contain only the Last and First names and your email address.

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**Edit** \* = Required Field

Notes: If you have questions about the information displayed below, please click here for a listing of Commission contacts.

Last Name: PLUTTIDE  
First Name: JIMMY  
Middle Name:  
Email Address: jimmy.pluttide@ca.gov  
Social Security Number: 123-4567  
Date of Birth: 01/01/1980

Last Known County of Employment:   
Proposed Process Completion:   
Note: Please verify County of Employment is current. If your County(s) do not display as selectable, please view the Viewing Your Document Information and/or the Transport Information on our website.

Address Line 1: 1234 STREET #1  
Address Line 2:  
City: SACRAMENTO  
State: CA  
Province:  
Country: US  
Zip Code: 95834

Back Save

- f. Enter your information in the appropriate fields. Select the pick applet to select your County of Employment from a pop-up window.

**You must select "Save" when done and before moving to the next step. Otherwise, you will lose all changes made.**

Click on the "New" button if you need to make address changes.

- g. Enter your information in the appropriate fields.

**You must select "Save" when done and before clicking "Next" to move forward. Otherwise, you will lose all changes made.**

- h. Editing your personal profile may require that you complete the authentication process again, as when creating a new profile.

This page may continue to appear after authentication process is complete or after closing their internet browser. Do not select Next. Exit the Internet browser to close the page.

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Before you can proceed, you will be authenticated in a new window for security purposes. Please do not close this window or click the BACK or REFRESH button.

You must complete the Authentication process before clicking on the **Next** button below. If you fail the quiz, the Next button will re-launch Authentication and you will need to take the quiz again.

If you fail the quiz, you will be allowed to proceed, but the name change will be reverted.

Back Next

- i. This is the Educator Page. Click on the "Application" tab to see the status of any application submitted.

Click on the arrow in the left-hand column to highlight a specific application.

If an application has already been granted, the details of the selected document appear in the row below.

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Last Name: THREE Last Known County of Employment: Adverse and Commission Actions Indicator: Fingerprint Process Complete: Y

First Name: TRADING Middle Name: APPLICATION

Note: Please verify County of Employment is current.  
Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed.  
Note: If the fingerprint process does not display as "Complete", please refer to the Fingerprint Information on our website.

Document Application Adverse and Commission Actions

Status	Status Date	Type	Date Paid
Granted	06/23/2008	Application	
Granted	06/13/2008	Application	
Granted	06/13/2008	Application	
Granted	06/23/2008	Application	

Click on Application's Status above to view the details below.

Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
30-Day Substitute Teaching Permit	Emergency	Valid	3/1/2010	4/1/2011	3/1/2010		

- j. When finished with your Educator page, you can exit CTC Online using the "Home" link at the top of the page.

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**Last Name:** THREE      **Last Known County of Employment:**      Note: Please verify County of Employment is current.  
**First Name:** TRADING      **Adverse and Commission Actions Indicator:**      Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed.  
**Middle Name:** APPLICATION      **Fingerprint Process Complete:** Y      Note: If the fingerprint process does not display as "Complete", please refer to the Fingerprint Information on our website.

[Document](#) | [Application](#) | [Adverse and Commission Actions](#)

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Status	Status Date	Type	Date Paid
▶ Granted	06/23/2008	Application	
▶ Granted	06/13/2008	Application	
▶ Granted	06/13/2008	Application	
▶ Granted	06/23/2008	Application	

Click on Application's Status above to view the details below. 1 - 1 of 1 ▶

Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
▶ 30-Day Substitute Teaching Permit	Emergency	Valid	3/1/2010	4/1/2011	3/1/2010		